

**MADISON COUNTY LIBRARY BOARD OF
TRUSTEES**

MINUTES FOR JANUARY 19, 2006

*approved
4-13-06*

The Madison County Library Board of Trustees met at 4:30 p.m. on Jan. 19, 2006 in the general purpose room of the Madison County Library.

In attendance were: Elizabeth Murray, Ramona Booth, Judy Atwood, Kathryn Ames, Gerald Ingram, Suzie DeGrasse and Margie Richards.

Acting chairman Ramona Booth called the meeting to order. It was announced that chairman Michael Moak has resigned from the library board as of December 23, 2005.

The minutes of the previous meeting were table for acceptance until a quorum is present.

No one was present for public comment.

REPORTS

- Acting chair Ramona Booth informed the board that the cleaning contract had been signed and that the landscaping contract would be signed.

She said that a new member was now needed to replace Mr. Moak on the regional board.

Mrs. Booth then appointed a nominating committee (Elizabeth Murray, Margie Richards and Gerald Coutant) to appoint a new chairman for the Madison County board. Also, the personnel committee will need to check references of a pending library board applicant and solicit new applicants for board members. Several individuals were suggested.

Mrs. Booth said she will ask Fern Coutant to serve on the regional board. If she's unavailable to serve, Margie Richards agreed to serve.

- Kathryn Ames, regional director, said that a challenge for whomever was selected chairman will be the restoration of the building and that someone is needed who will stay in touch the county government.

Ms. Ames said she would speak to county commission chairman Wesley Nash for clarification of insurance money and beginning plans for construction, which must begin by June 30.

Since no quorum was present, a vote on revisions to the constitution and by-laws was postponed.

- Branch manager — Suzanne DeGrasse

Ms. DeGrasse said she has ordered \$5000 worth of books on CD using a donation from Friends of the Library.

A Reader's Advisory Committee, a new committee of seven to eight people, was formed after staff development day.

- Approval of the Oct. 2005 regular meeting minutes and approval of revisions to the constitution and by-laws were tabled until the next regular meeting, or until there is a quorum.

With no further business, the meeting was adjourned at 5:30 p.m.

After the regular meeting was adjourned, the nominating committee met to choose an interim chairman. Libby Murray agreed to serve as interim chair for the remainder of 2006.

The nominating committee also agreed to seek new members for the library board.

Respectfully submitted by
Margie Richards, secretary
March 3, 2006

References of a pending library board application are sought for new applicants for board members. Several individuals were suggested.

**COUNTY LIBRARY BOARD OF TRUSTEES
CALLED MEETING MINUTES FOR
FEBRUARY 27, 2006**

*approved
as corrected
4-13-06*

The special called meeting of the Madison County Library board of trustees was called to order at 4:30 p.m. on Monday, Feb. 27, 2006.

Those present were acting chairman Libby Murray, Otelyer Byrd, Fern Coutant, Jackie Griffeth, Ramona Booth and Margie Richards.

Dena Watkins Chandler was elected to replace Mike Moak as a board member and to serve a new five-year term beginning at the end of Mr. Moak's term, June 30, 2006.

George Nayle is being considered to replace Alice Sturgis, who has resigned.

Ramona Booth made a motion, Otelya Byrd seconded, to present Dena Chandler to the Madison County board of commissioners as a replacement for Mr. Moak.

The trustees then discussed a \$20,000 gift from the estate of Jere Ayers.

A discussion followed on placing the funds into a certificate of deposit until the library's repair work is underway.

The board voted to place the funds into a CD for one year at Mrs. Murray's discretion as to the best rate of return.

Mrs. Murray also reported that monies for the Ga. State Library for library construction purposes are secure.

The trustees then voted to move \$250 from the library's reserve fund to the landscape fund.

With no further business, the meeting was adjourned at 5 p.m.

**Respectfully submitted by
Margie Richards, secretary
March 5, 2006**

*Approved
7-6-06*

**MADISON COUNTY LIBRARY BOARD OF TRUSTEES
MINUTES FOR APRIL 13, 2006**

The Madison County Library Board of Trustees met at 4:30 P.M. on April 13, 2006 in the General Purpose room of the Madison County Library. In attendance were: Elizabeth Murray, Kathryn Ames, Judy Atwood, Jackie Griffeth, George Nale, Gerald Ingram, Suzanne DeGrasse, Ramona Booth, Otelyer Byrd, and Dena Watkins Chandler.

Chairperson Elizabeth Murray called the meeting to order and asked everyone to introduce themselves so that the two new members, George Nale and Dena Chandler, could get to know everyone. The agenda for the meeting was approved as printed. The minutes for the January 19, 2006 regular meeting, the February 27, 2006 called meeting and the poll of members on March 24, 2006 were approved ~~as printed~~.

Mrs. Murray asked Gerald Ingram, Chair of the Finance Committee, for a report of any additions to the building fund. Mr. Ingram reported that there was still \$343.21 in the fund. No additional funds have been secured. The Finance Committee will meet and make plans for the selling of bricks with donor's names as a fundraiser for library expansion.

Mrs. Murray announced that the regular meeting of the Friends of the Library would be on April 23, 2006. The blood drive would be held on May 8, 2006 at the Library. The Red Cross Bloodmobile will be on site for the drive. Volunteers are needed to help with refreshments for the blood drive.

Mrs. Murray distributed copies of a list of the current Board of Trustees' names, addresses and phone numbers. A list of current committee assignments was also distributed.

Regional Director's Report- Kathryn Ames and Judy Atwood

Mrs. Ames said that budgeted expenditures were in line for the time of the year and that the Gift and Reserve funds were very healthy. She reported that the General Assembly appropriated \$2 million dollars to increase library funding. This is not as much as was asked for, but it is an increase. She asked that the Trustees keep in touch with our legislators and to keep the needs of libraries in view. Mrs. Ames gave the sad news that the Bookmobile will no longer be running, "It is the end of an era," said Mrs. Ames. The age and condition of the bookmobile and the lack of funds for this service are the reasons for discontinuing it. Homebound services will be available to shut-ins, economically deprived and others as need.

Mrs. Atwood reported that Madison County had received \$604.00 in LSTA funds to be used for story-telling aids and professional materials.

Branch Manager's Report - Suzanne DeGrasse

Ms. DeGrasse reported that all statistics increased during the past quarter. The Library had received a Grassroots Arts Grant and a "We the People" grant. The Library staff is excited about the Vacation Reading Program for this year.

Ms. DeGrasse reported on several staff development programs that library staff had attended. Mrs. Murray asked that in the future to consider having the individual staff members' report their staff development activities to the Board of Trustees in a regular meeting. The Board could congratulate them and get to know the staff. This idea met with the approval of everyone.

Committee Reports

Gifts - A certificate of appreciation and a book to be placed in the Library will be presented to Mike Moak for his service on the Library Board of Trustees at the April 23, 2006 Friends of the Library meeting.

Nominating- Mrs. Murray asked that the Nominating Committee begin work to have a slate of officers for 2007 to present to the Board of Trustees at the October 2006 meeting.

Finance- Mr. Ingram gave a summary report on the status of the repairs to the library. The drywall is up; the brick is going up. New lighting is being put in the entire library. New carpeting and a new roof are planned for the entire library. Mrs. Ames explained about the financing for the construction. There was a discussion of furnishings and the use of a designer to assist in selection of carpeting and furnishings for the library. Mrs. Ames encouraged the Board to start thinking about expansion of the library soon.

Old Business - The revision of the Constitution of the Madison County Library Board of Trustees, dated November 18, 2005, was presented. A motion was made to approve this revision. The motion was seconded and approved.

New Business - Mrs. Murray appointed a Building Expansion Committee of Gerald Ingram, Ramona Booth, and Suzanne DeGrasse to work with Mrs. Ames on ideas and plan of action for library expansion. Ideas and preliminary plans are to be reported to July, 2006 Board of Trustees meeting.

Next meeting will be on July 13, 2006 at 4:30 P.M. No further business, meeting was adjourned.

Respectfully submitted,

Ramona Booth, Acting Secretary, Madison County Library Board of Trustees.

approved
10-11-06

**MADISON COUNTY LIBRARY BOARD OF
TRUSTEES
MINUTES FOR JULY 6, 2006**

The Madison County Library Board of Trustees met at 3 p.m. on July 6, 2006 in the general purpose room of the Madison County Library.

In attendance were: Elizabeth Murray, Ramona Booth, Judy Atwood, Kathryn Ames, Gerald Ingram, Suzie DeGrasse, Jackie Griffeth, George Nale, Otelyer Byrd, Dena Watkins Chandler and Margie Richards.

Chairperson Elizabeth Murray called the meeting to order and the agenda for the meeting was approved as presented. The minutes for the April 13, 2006 were approved as presented.

•CHAIRPERSON'S REPORT

Mrs. Murray reported that the \$20,000 donation from the Jere Ayers' estate had been deposited into a 14 month CD at 5.25% interest. The CD is stored in a safe deposit box. Mrs. Booth suggested Mr. Ingram's name be added to the list on the safe deposit box since he is treasurer. This board voted that this be so.

There was some discussion of the history of our library, which first became a part of the regional system in 1952. The library system (statewide) is changing from the PINES system to Evergreen. An announcement will be sent out the first of August and the library will be closed Sept. 2, 3, and 4 to make the change.

Both the library's contracts (one for cleaning, one for grounds maintenance) are in effect until the end of 2007.

Ms. Ames said the reserve funds are healthy and the library is on budget, except for the water expenditures (water leak, pressure washing).

Ms. Ames went over a patron survey, which received 51 responses; patrons would like to see more DVDs.

Judy Atwood gave a report on the furniture needs for the library: six computer tables and eight new chairs.

The board reached a consensus on allowing the staff to choose the colors.

The board voted to use \$2,510 of the library's reserve fund to purchase chairs.

The board discussed making a presentation of the need for other tables to the Friends group at their next meeting in October.

•FINANCIAL REPORT

Gerald Ingram reported that J&M Ltd. will do the engraving on bricks for \$1.50 each.

There was a discussion about the sale of bricks.

A discussion also followed on plans for the building's expansions. Mrs. Booth passed out copies of a plan Gerald and she worked on two years ago.

A discussion also followed on the BOC and chairman Nash and their lack of attention and communication with the library.

The BOC must know about and approve any expansion of the library.

Board members were encouraged to look at the plans; a called meeting may be necessary before October. Board members should send any changes/suggestions for the plans to Gerald.

Ag. plan and price protection needs to be presented to
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The board discussed the fact that there was some confusion/upset at the recent July 4 festival about the library booth, which lost its usual place.

Mrs. Murray asked Suzie DeGrasse to seek more cooperation with the school libraries. Ms. DeGrasse said she has made contacts with civic organizations about speaking to their groups, but has had no return contact from them.

•REGIONAL DIRECTOR'S REPORT

Kathryn Ames reported that she serves on a House study committee on public library funding and is trying to come up with more equitable ways to fund public libraries. She says she feels the regional system is still a valid way to operate public libraries in the state and allows for less duplication of services than if each individual county maintained its own library.

She noted that the state deadline to finish construction has been extended to Feb. 28, 2007 and that she hopes chairman Nash has a county contract with DePlossing to complete the work. She will contact him about this.

It was discussed that the work on the building's renovation is close to being finished and that the money left (\$50,000) should be adequate.

Ms. Ames commended Suzie and the library staff for working under less than ideal circumstances since the storm damage two years ago and recent renovations, and pointed out that overall totals for the library were up, despite the renovation process.

A list of board members and contact information was handed out for review.

A firm plan and price projection needs to be presented to the BOC.

•BRANCH MANAGER'S REPORT

Suzie DeGrasse said all statistics were up for the library for the last quarter despite construction issues. She reported that the vacation reading club was going well and that she is glad the program has been restructured to be less competitive. Hundreds of children and young teens are participating in the art shows, puppet shows, etc.

Several things are outstanding on the subcontractors' list to complete the library's renovation, Suzie said.

Ms. Ames, Mr. Nale and Mrs. Chandler agreed to go speak to Chairman Nash about finishing up those projects.

There was a discussion about pay raises, budget and the county's wage study.

Ms. DeGrasse reported that \$120 for bricks had been collected at the chamber of commerce coffee hour at the library.

The board discussed holding an open house for patrons in early December.

The next meeting was set for Oct. 12 at 4:30 p.m. at the library.

The meeting was adjourned at 5:10 p.m.

Respectfully submitted by
Secretary Margie Richards

Aug. 21, 2006

Approved
1-11-07

MADISON COUNTY LIBRARY BOARD OF TRUSTEES MINUTES

October 12, 2006

The Madison County Board of Trustees met on Thursday at 4:30pm in the General Purpose Room of the Madison County Library. In attendance were Elizabeth Murray – Chairperson, Ramona Booth, Judy Atwood, Gerald Ingram, Suzie DeGrasse, Otelyer Byrd, Jackie Griffith, and Fern Coutant. The meeting was called to order and Jackie made a motion to accept the proposed agenda; it was seconded by Otelyer. The minutes of the last meeting, July 6, 2006, were approved. George Nale, Ms. Dena Chandler, and Ms. Margie Richards were absent.

FINANCIAL REPORT

Ms. Kathryn Ames was unable to be present, so Ms. Judy Atwood discussed the budget handout.

- \$800.00 water bill was forgiven due to two leaky spigots which are now fixed.
- The sprinkler system is not working and won't be turned on until spring.
- The Library water comes from the City of Danielsville as there is no county water system.
- The telephone bill is very high, but the e-bay rate has not yet been applied.
- Billy Angel, contractor, would like to turn the water systems on and off himself rather than using a timer.

CHAIRPERSON'S REPORT

An after hours club at Madison High School is planting flowers in front of the Library.

The history of the Library needs to be updated. Ramona, Otelyer, and Suzie will work on it together. They can get help from Ginni Edwards and Marsha Carlin, former librarians.

Six new computer tables and eight new chairs, two of which are 'heroic' or extra large are in place.

The Board received a written apology from a vendor who unknowingly used our space during the 4th of July Festival.

BRANCH MANAGER'S REPORT

Seven to nine students attended the Teen Book Discussion after school hours.

There was a discussion on Social Networking as many libraries are participating already and we can make good contacts.

Madison County is now using the Evergreen System, no longer The Pines. This new system is custom made for all our libraries to use.

FOGEL is having a day long conference, "Libraries Can't Live on Love Alone", in Decatur, Nov. 17, 2006, 10:00am to 4:00pm featuring Sally G. Reed, speaker and author. Madison County Library will pay the \$30.00 registration fee for any who want to attend.

Encouragement was given for participation in the "Bucks for Books" program, as we get 51 cents out of one dollar on 2006. We would like to request from our legislators that we get the whole dollar from participating in the program next year.

The \$20,000 Jere Ayers gift, now a CD, should become a line item in the budget.

Allissa Claytor has taken additional classwork and is a great staff addition.

Suzie is taking one class now.

Suzie would like a music library – that is listening equipment, furniture, etc. We have the space for a heavy duty center. If funds could be obtained from a sponsor, their name could be used in the title, for example, "Jackson EMC Listening Center".

Suzie explained about 'going wireless'. Patrons could bring their laptops into the library, but not use our hook ups. Our existing computers would remain the same. Librarians would not touch their computers nor give hands on service.

Renovations are 99% finished. Some painting remains to be done.

Gerald explained that the bricks and plaques have already been on sale for \$20.00. They should be publicized more.

As head of the nominating committee, Gerald nominated himself Gerald Ingram as Chairperson, Ramona Booth as Vice Chairperson, and Fern Coutant as Secretary. Having missed two meetings during the summer, Fern was excused, having explained her situation in advance to the chairperson.

OLD BUSINESS

Because the renovations are almost complete, a proposal was made to hold an Open House for the public, so they can see first hand all the renovations. Otelyer will chair the committee; the committee consists of Dena, Jackie and Fern. A date needs to be set, and the time of day. Invitations are to be made on the computer and mailed out. Cookies and punch will be served. Bricks will be available.

Gerald made a motion to adjourn at 6:20 pm. Otelyer seconded the motion.

Respectfully submitted for Margie Richards, Sec.,

Fern Coutant

approved
1-17-07

MADISON COUNTY LIBRARY BOARD OF TRUSTEES MINUTES

November 7, 2006

President, Libby Murray called a Board of Trustees meeting Tues. Nov. 7, 2006, at 3:00 pm in the General Purpose Room of the Madison County Library. The purpose of this meeting was twofold: the budget and the forthcoming open house. Those present in addition to Libby, were Gerald Ingram, Ramona Booth, Otelyer Byrd, Dena Chandler, Jackie Griffith, Fern Coutant and our Director of the Athens Regional Library, Ms. Kathryn Ames. Absent was Margie Richards. ~~Geo. Nale~~

Ms. Ames presented the budget to include:

- 4% raise for all employees
- E-rate should reduce our phone bill about \$1000.00. This is a universal service charge on everyone's phone bill.
- Computer supplies are up \$500 with increased usage.
- Pest control is a line item now and different from termite control which is a county expense.
- If this budget is approved then it goes to the Commissioners.

Gerald made a motion to pass the proposed budget and Otelyer seconded it. It was passed unanimously. Gerald will take it to the commissioners. Gerald also felt we should go to the clerk and get a list of all employees, their responsibilities, number of working hours and salaries, so we can compare it to the wages of our library staff. He will have this available for the July 2007 meeting.

Otelyer, as chairman of the Open House, gave a report on what has been done.

- Dec. 10, 2006 is the date from 3:00 – 5:00pm
- Friends of the Library will assist and participate.
- Children will make the ornaments for the Christmas tree.
- Punch and cookies will be served using plastic cups, pretty napkins.
- A card placed near the punch bowl will indicated the ingredients to eliminate any potential allergy problems.
- Oyelyer has a red punch recipe and will supply the ingredients.
- Volunteers for providing cookies were listed
- Dena mentioned seeing a Wishing Tree where ornaments in the shape of a book were hung on the tree. On each was listed a desired book.
- Persons could removed the ornament and either purchase the book or contribute the money to buy it. We will check with Alysa and Suzie.
- Jackie will contact Sue Leleta to see if she will volunteer some background music for two hours.
- Ramona has two white lace covered tablecloths we can use.
- Otelyer has an idea for a guest book-so we know how many attended.
- Margie will be contacted for publicity in the newspapers.
- Otelyer's daughter will be asked to make name tags for Board members and FOL officers.
- A special stamp will be stamped on the outside of the envelop i.e. 'You are invited' or 'A special invitation' or 'Open House'.

Meeting adjourned.

Fern Coutant – Acting Sec.